



Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-1961

Date: February 13, 2013

9 FAM 42.81 PROCEDURAL NOTES

Changes

1. This Change Transmittal updates 9 FAM 42.81 Procedural Notes by adding new sections as follows:

Old Location	Old Title	New Location	New Title
		9 FAM 42.81 PN1.1-1	212(a) Refusal Letter
		9 FAM 42.81 PN1.1-2	221(g) Refusal Letter
9 FAM 42.81 PN1.2	Prepare Form OF-194, The Foreign Service of the United States of America Refusal Worksheet	Deleted	
9 FAM 42.81 PN1.3	Prepare Refusal Worksheet	9 FAM 42.81 PN1.2	Prepare Refusal Worksheet
9 FAM 42.81 PN1.4	Submit Case for Supervisory Review	9 FAM 42.81 PN1.3	Submit Case for Supervisory Review
9 FAM 42.81 PN1.5	Entering Refusal Information	9 FAM 42.81 PN1.4	Entering Refusal Information

9 FAM 42.81 PN1.5-1	Entry Into the Automated IV System	9 FAM 42.81 PN1.4-1	Entry Into the Automated IV System
9 FAM 42.81 PN1.5-2	Entry Into CLASS	9 FAM 42.81 PN1.4-2	Entry Into CLASS

2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them. However, if 50% or more of the subchapter is being revised, the *italic* and *dark magenta* can make it harder to identify changes. In those cases, normal black font is used throughout.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is CA/VO/L/R. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 9 FAM 42.81 Procedural Notes (CT:VISA-1458; 07-30-2010) and insert the new 9 FAM 42.81 Procedural Notes (CT:VISA-1961; 02-13-2013).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1961 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.